

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title (if applicable)]
[Department/Office Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Tuition Fee Exemption

I am writing to formally request a tuition fee exemption for [specify the academic term/year] due to [briefly explain your reason, e.g., financial hardship, academic achievements, special circumstances].

I am currently enrolled in [your course/program] at [institution name], and my student ID is [your student ID]. [Provide a brief overview of your academic background and achievements, as well as any relevant personal situation or hardship].

I have attached [list any supporting documents: financial statements, letters of recommendation, etc.] to support my application.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID] (if applicable)